

# **OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION**



## **Providence Publications Interface Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	January 18, 2012	Becky Arena	Initial Document
1.1	September 17, 2012	Becky Arena	Updated document with most current Functional Specification information

## TABLE OF CONTENTS

1.	INTRODUCTION .....	4
2.	GENERAL INFORMATION .....	5
3.	TECHNICAL INFORMATION .....	6
4.	RECORD FORMAT .....	7
5.	FILE DEFINITIONS .....	9
6.	LEGACY vs. MyCalPAYS FIELDS .....	14

## **1. INTRODUCTION**

This file contains employment data on current or active State Civil Service employees.

### **Business Purpose:**

This is a monthly file of all employees provided to Providence Publications LLC which reports public information on State employees' employment data under the Freedom of Information Act.

### **Related Personnel Actions:**

This interface presents a snapshot of employee master data that is current as of the last day of the selection period.

## **2. GENERAL INFORMATION**

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

### **3. TECHNICAL INFORMATION**

- The file is generated in a single file format.
- Format is a fixed length.
- File encoding is ASCII.
- Server Type: Secure File Transfer Protocol (SFTP).

#### 4. RECORD FORMAT

<b>Frequency</b>	<input checked="" type="checkbox"/> Monthly
<b>Direction</b>	<input checked="" type="checkbox"/> Outbound
<b>Source System</b>	MyCalPAYS
<b>Target System</b>	Providence Publications LLC
<b>Classification of Data</b>	<input type="checkbox"/> Confidential <input type="checkbox"/> Sensitive
<b>One time or Recurring</b>	<input checked="" type="checkbox"/> Recurring
<b>Scheduled</b>	<input checked="" type="checkbox"/> Automatic
<b>Data Time Period</b>	<input checked="" type="checkbox"/> Monthly
	<b>Record Selection Scope:</b>  <input checked="" type="checkbox"/> New or Changed records
<b>Future Transactions</b>	<input checked="" type="checkbox"/> No
<b>Retroactive Transactions</b>	<input checked="" type="checkbox"/> Yes

<b>File Encoding</b>	ASCII
<b>File Format</b>	Fixed length (no delimiter – continuous file)
<b>File Naming convention</b>	Conform to <i>Standard MCP Outbound File Naming Convention</i>
<b>Server Type</b>	Secure File Transfer Protocol (SFTP)
<b>Other considerations</b>	<ul style="list-style-type: none"> <li>• Sort output file first by Personnel Area and then by Last Name in ascending order</li> <li>• Ability to save selection criteria as a variant</li> </ul>



## 5. FILE DEFINITIONS

#	Source (MyCalPAYS) Fields				Mapping / Translation Rules	Target Fields			
	SAP Table-Field	Type	Length	Field Name		Field Name	Type	Length	Comments
1	P0002-NACHN	CHAR	40	Last Name	Characters 1-21	Last Name	CHAR	21	
2	P0002-VORNA	CHAR	40	First Name	Characters 1-16	First Name	CHAR	16	
3	P0001-BTRTL	CHAR	4	Personnel Subarea	Characters 1-3	CBID	CHAR	3	
4	P0001-KOSTL	CHAR	10	Cost Center	Characters 5-7	Agency Code	CHAR	3	
5	P0001-KOSTL	CHAR	10	Cost Center	Characters 8-10	Reporting Unit	CHAR	3	
6	P0001-STELL	NUMC	8	Job	Characters 5-8	Class	CHAR	4	
7	N/A	N/A	N/A	N/A	Send blanks	Department Code	CHAR	3	
8	P0006-ORT02	CHAR	40	County	Where Address Type = Work Address (P0006-SUBTY= '7') Characters 1-2	County Code	CHAR	2	
9	ZTPA_COUNTY_CODE-ZCOUNTY_TEXT	CHAR	40	County Name	Read table using 2 character County (P0006-ORT02).	County Name	CHAR	18	
10	PA0008-BETRG	CURR	13(2)	Wage Type Amount for Payments (IT0008)	Wage type (P0008-LGART) 0001, 0005, or 0008	Salary Rate	CHAR	7	
11	N/A	N/A	N/A	N/A	Derived value. Refer to "FS_HCM_PA_ENH_Total Salary Calculation_722". Store value without decimal. E.g. '3433.00' stored as '343300'	Salary Total	CHAR	7	
12	T501T-PTEXT	CHAR	20	Employee Group text – 1 <sup>st</sup> component	Use first character of the EG text 1 <sup>st</sup> component delimited by '/' character: (M)onth (H)our (D)aily	Salary Per	CHAR	1	
13	T501T-PTEXT	CHAR	20	Employee Group text	Use first character of the EG	Pay Frequency	CHAR	1	

Source (MyCalPAYS) Fields					Mapping / Translation Rules	Target Fields			
#	SAP Table-Field	Type	Length	Field Name		Field Name	Type	Length	Comments
				– 2 <sup>nd</sup> component	text 2 <sup>nd</sup> component delimited by '/' character:: (M)onth (S)emi (B)i				
14	PA0008-BETRG	CURR	13(2)	Wage Type Amount for Payments (IT0008)	Wage type (P0008-LGART) 0001, 0003, or 0008. Store value without decimal. E.g. '3433.00' stored as '343300'.	Base Pay	CHAR	7	
15	PA0008-BETRG	CURR	13(2)	Wage Type Amount for Payments (IT0008)	The following wage types (P0008-LGART) are considered "Plus Salary" amounts. An EE can only have one "Plus Salary" wage type at any point in time. 0015 HAM 0016 Red Circle 0025 PD129 Real Property Admin 0026 PD312 Plata II R&R 0027 PD316 Plata II R&R 0028 PD358 Coleman EQ Adj 0029 PD390 Plata/Perez EQ Adj	Plus Salary	DEC	9(5)V99	
16	P0008-TRFST	CHAR	2	Pay Scale Level		Alternate Range	CHAR	2	
17	PA2012-ZTART	CHAR	4	Time Transfer Type	If a current IT2012 record exists with time transfer type 'SP85' and Number of Hours (P2012-ANZHL) = 1.00 then Shift Designation = 'E'. Else, if a current IT2012 record exists with time transfer type 'SP85' and	Shift Differential	CHAR	1	

Source (MyCalPAYS) Fields					Mapping / Translation Rules	Target Fields			
#	SAP Table-Field	Type	Length	Field Name		Field Name	Type	Length	Comments
					Number of Hours (P2012-ANZHL) = 2.00 then Shift Designation = 'N'. Else Shift Designation = blank.				
18	T503T-PTEXT	CHAR	20	Employee Subgroup Text	2 <sup>nd</sup> Component of ESG text delimited by '/' character: 'FT', 'PT', 'INT', 'IND'	Time Base	CHAR	3	
19	T503T-PTEXT	CHAR	20	Employee Subgroup Text	1 <sup>st</sup> Component of ESG text delimited by '/' character; first character only: (P)erm (L)T (T)emp (C)EA (E)merg (R)A	Appt Tenure	CHAR	1	
20	P9007-NO_MTHS_OF_APPT	NUMC	2	Appt. Months		Appt. Months	CHAR	2	
21	PA0019-TERMN	DATS	8	Appointment Expiration Date	PA0019-TMART = 01 Format YYYYMMDD	Appointment Expiration Date	DATS	8	
22	N/A	N/A	N/A	N/A	Default to 'L' if next two fields are populated	Established Earnings Indicator 1	CHAR	1	
23	P0014-LGART	CHAR	4	Wage Type		Established Earnings ID 1	CHAR	4	
24	Q0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Established Earnings Amount 1	DEC	9(5)V99	
25	N/A	N/A	N/A	N/A	Default to 'L' if next two fields are populated	Established Earnings Indicator 2	CHAR	1	
26	P0014-LGART	CHAR	4	Wage Type		Established Earnings ID 2	CHAR	4	
27	Q0014-BETRG	CURR	13(2)	Wage Type Amount		Established Earnings	DEC	9(5)V99	

Source (MyCalPAYS) Fields					Mapping / Translation Rules	Target Fields			
#	SAP Table-Field	Type	Length	Field Name		Field Name	Type	Length	Comments
				for Payments		Amount 2			
28	N/A	N/A	N/A	N/A	Default to 'L' if next two fields are populated	Established Earnings Indicator 3	CHAR	1	
29	P0014-LGART	CHAR	4	Wage Type		Established Earnings ID 3	CHAR	4	
30	Q0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Established Earnings Amount 3	DEC	9(5)V99	
32	PA0008-TRFAR	CHAR	2	Pay Scale Type	Use second character of Pay Scale Type	Class Type	CHAR	1	
33	HRP1000-STEXT	CHAR	40	Object Name	Long text for the Job	Full Class Title	CHAR	120	
34	T500P-NAME1	CHAR	30	Personnel Area text	Read table using concatenation of first 2 characters of the Personnel Area + '00'. E.g., Personnel Area = 'AH03'; read table using 'AH00'.	Department Name	CHAR	29	
35	T500P-NAME1	CHAR	30	Personnel Area text	Read table using Personnel Area (P0001-WERKS).	Facility Name	CHAR	29	
36	P9007-Z_CERTIFICATION_NO	CHAR	7	Certification No.		Certification No.	CHAR	7	
37	P9007- Z_TYPE_OF_CERT_LIST	CHAR	1	Type of Cert. List		Type of Cert. List	CHAR	1	
38	P9007- Z_LIST_CLEARANCE_DATE	DATS	8	List Clearance Date	Format YYYYMMDD	List Clearance Date	DATS	8	
39	P9007- Z_RETIRED_ANNT_LEGAL_REF	CHAR	7	Retired Annt. Legal Ref.		Retired Annt. Legal Ref.	CHAR	7	
40	P9007- Z_TEMP_APPT_JUST	CHAR	1	LT/Temp. Appt. Just.		LT/Temp. Appt. Just.	CHAR	1	
41	P9007- Z_TEMP_APPT_EXT_AUTH	CHAR	10	LT/Temp. Appt. Ext. Auth.		LT/Temp. Appt. Ext. Auth.	CHAR	10	
42	P9007- Z_APPT_REORG_AUTH	CHAR	1	Appt. Reorg. Auth.		Appt. Reorg. Auth.	CHAR	1	
43	P9007- Z_APPT_REORG_DATE	DATS	8	Appt. Reorg. Date	Format YYYYMMDD	Appt. Reorg. Date	DATS	8	

Source (MyCalPAYS) Fields					Mapping / Translation Rules	Target Fields			
#	SAP Table-Field	Type	Length	Field Name		Field Name	Type	Length	Comments
44	P9007- Z_APPT_REORG_ADDL_DATA	CHAR	17	Appt. Reorg. Addl. Data		Appt. Reorg. Addl. Data	CHAR	17	
45	P0000-PERNR	NUMC	8	Personnel Assignment Number		Personnel Assignment Number	NUMC	8	Unique identifier for the EE's personnel assignment.

## 6. LEGACY vs. MyCalPAYS FIELDS

	Legacy fields	MyCalPAYS fields
01	Department	Personnel Area Text
02	Facility	Personnel Area Text
03	County Name	County (Work) - Same value will be sent
04	Employee Last Name	Last Name
05	Employee First Name	First Name
	Initial	Middle Name
06	Indicator	Employee Subgroup- Same value will be sent
07	Classification Title	Job Short Text
08	Class Type	Pay Scale Type- Same value will be sent
09	CEA Indicator	Pay Scale Group- Same value will be sent
10	Time Base	Wage Type (Employment Percentage) For salaried employees: Numerator and Denominator Two fields, three spaces each (FT will be 1.00 1.00, 50% will be 1.00 2.00, 75% will be 3.00 4.00, etc.) IND, INT will be blank
11	Appointment Tenure	EE subgroup- Same value will be sent
12	Salary	Basic Pay Wage Type
13	Base Salary	Wage Type amount